

# The Bharat Scouts and Guides

Creating a Better India



## Pratham Sopan

Guide Handbook Series : 02





# **PRATHAM SOPAN GUIDE**

## **Guide Handbook Series : 02**



**THE BHARAT SCOUTS AND GUIDES  
NATIONAL HEADQUARTERS**

Lakshmi Mazumdar Bhawan  
16, Mahatma Gandhi Marg, I.P. Estate,  
New Delhi-110002  
Tel. No. 011-23378667

E-mail : [info@bsgindia.org](mailto:info@bsgindia.org) | website : [www.bsgindia.org](http://www.bsgindia.org)

# PRATHAM SOPAN GUIDE

© The Bharat Scouts and Guides

All Rights Reserved

<b>First Edition</b>	:	March, 2018 - 5000
<b>Second Edition</b>	:	September, 2018 - 5000
<b>Third Edition</b>	:	August, 2019 - 3000
<b>Fourth Edition</b>	:	September, 2022 - 5000
<b>Fifth Edition</b>	:	August, 2023 - 5000
<b>Published by</b>	:	Director, The Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, M.G. Marg, I.P. Estate, New Delhi-110002
<b>Price</b>	:	Rs. 50/-
<b>Printed by</b>	:	<b>Deeya Media Art</b> D-41/A, Laxmi Nagar, Delhi-110092 E-mail : infodma07@gmail.com
<b>Resource Books:</b>	:	Scouting for Boys, First Aid Manual, Compass and Map Reading, APRO- III, Rules, Troop Scouters handbook, Aids to Scoutmastership, Milestone, Pioneer, Drill and March Past.

## FOREWORD



The Scout Guide is a movement of the youth and the programme for the youth has been designed in such a way that our youth may take interest in it and enjoy the Scouting and Guiding.

It was the demand of the Guides since long to have a book on Pratham Sopan in colour print.

Now the book is ready. Hope our Guides will use this book, which will be very beneficial to them. Other books are also under progress and will be available in the National Headquarters very soon.

The Trainers from all over India have worked hard in the two workshops organised at National Headquarters and at National Training Centres for the preparation of the handbook and thereafter National Headquarters Professionals have worked on it to bring it in this shape.

Dear Guides, Guiding is a game of outing played by you, for you and to you only, so that you develop your potentials in physical, intellectual, social, moral and spiritual areas. Hope this book will help you in enjoying the game of outing. After completing the syllabus of Pratham Sopan, you will be tested by the Guide Captain of your Unit and a beautiful badge of Pratham Sopan will be presented to you by your Guide Captain. Thereafter, you may get ready to work for Dwitiya Sopan.

BEST OF LUCK AND HAPPY GUIDING,

A handwritten signature in blue ink, appearing to read 'DKK' followed by a stylized surname.

Dr. K. K. Khandelwal, IAS

Chief National Commissioner

# Contents

S.N.	Contents	Page No.
	<b>SYLLABUS</b>	1
<b>1.</b>	<b>LOOKING AFTER YOURSELF</b>	<b>3</b>
	a. Your Duties at home	3
	b. Make your bed	3
	c. Health Rules	4
	d. BP's, Six, Yoga, Asnas, Surya Namashkar	7
	e. Stitch a button	14
	f. Polish Shoes	14
	g. First Aid Kit	15
	h. Golden Rules of FA	15
<b>2.</b>	<b>DISCIPLINE</b>	<b>17</b>
	a. Patrol Flag, PIC	18
	b. Hand, Whistle Signals	21
	c. Foot Drill	24
	d. Company, Patrol Games	27
<b>3.</b>	<b>ROPE WORK</b>	<b>29</b>
	a. Whipping	29
	b. Knots	29
	c. Lashings - 2	32
	d. Gadgets. Handicrafts	32
<b>4.</b>	<b>SERVICE</b>	<b>36</b>
	a. Company Service Project	36
	b. Cuts, Burns, Bleeding from Nose	36
	c. House hold Responsibilities	37
	d.i Service on the points of Law	41
	ii. Nature Study Projects	42
	Blcok Development Offie Services	43
<b>5.</b>	<b>COMMUNICATION</b>	<b>47</b>
<b>6.</b>	<b>OUT OF DOORS</b>	<b>49</b>
	a. Wood Craft Signs	50
	b. Road Safety Rules for Pedestrians	52
	c. Nature Study Trail	54



# The Bharat Scouts and Guides

National Headquarters - Regional Map



## Details of the states in the BSG Regions

### Northern Region

1. Chandigarh - U.T.
4. Himachal Pradesh
7. Navodaya Vidyalaya Samiti
10. North Eastern Railway
13. Uttar Pradesh
16. D.A.V.

2. Delhi
5. Jammu & Kashmir
8. Northern Railway
11. Punjab
14. Jamiat Youth Club

3. Haryana
6. Kendriya Vidyalaya Sangathan
9. North Central Railway
12. Uttarakhand
15. Central Tibatiyan School

### North East Region

1. Arunachal Pradesh
4. Meghalaya
7. North Frontier Railway

2. Assam
5. Mizoram
8. Sikkim

3. Manipur
6. Nagaland
9. Tripura

### Eastern Region

1. Bihar
4. East Coast Railway
7. South Eastern Railway

2. Eastern Railway
5. Jharkhand
8. West Bengal

3. East Central Railway
6. Odisha
9. Trippura

### Western Region

1. Central Railway
4. Goa
7. Western Railway

2. Dadar and Nagar Haveli
5. Gujarat

3. Daman & DIU
6. Maharashtra

### Southern Region

1. Andaman & Nicobar Islands
4. Kerala
7. South Central Railway
10. Telangana

2. Andhra Pradesh
5. Puducherry
8. South Western Railway
11. Laksha Dweep

3. Karnataka
6. Southern Railway
9. Tamilnadu

### Central Region

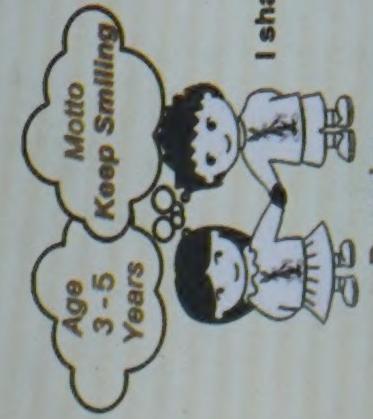
1. Chhattisgarh
4. Rajasthan

2. Madhya Pradesh
5. South East Central Railway

3. North Western Railway
6. West Central Railway



# Guiding at a glance in India



**Bunny Law**  
I shall try to be good Boy/Girl.



## Bulbul Promise

"I promise to do my best  
to do my duty to "God and my country,  
to keep the Bulbul law and  
to do a Good Turn everyday."

**Bulbul**

- Bulbul Law**
1. A Bulbul is obedient.
  2. A Bulbul is clean and polite.

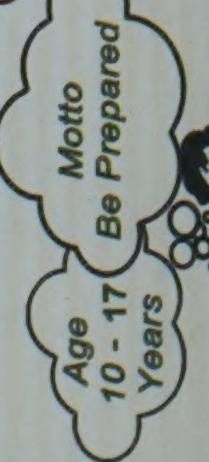


## Guide Promise

"On my honour, I promise that I will do my best  
to do my duty to "God and my country,  
to help other people and  
to obey the Guide law."



**Motto**  
**Service**  
**Age**  
**15 - 25**  
**Years**



**Guide**

## Scout / Guide Law

1. A Guide is trustworthy.
2. A Guide is loyal.
3. A Guide is a friend to all and a brother / sister to every other Scout / Guide.
4. A Guide is courteous.
5. A Guide is a friend to animals and loves nature.
6. A Guide is disciplined and helps protect public property.
7. A Guide is courageous.
8. A Guide is thrifty.
9. A Guide is pure in thought, word and deed.

\*Note: (1) The word 'Dharma', may be substituted for the word 'God' if so desired.  
(2) Promise and Law for Rovers and Rangers are same as for Scouts and Guides.

**Ranger**



# THE BHARAT SCOUTS AND GUIDES

Dear Guides,

You are doing good Guiding and have completed Pravesh, and invested by your Guide Captain. Congratulations...

Hope you have started your log book from Pravesh. You can continue in the same or can have another log book for the Pratham Sopan. Always write on right side and left side should be photos and sketches. How to write log book is given in the Pravesh book and accordingly you have to proceed.

You should be very happy to be the member of your company as well as the member of the worldwide movement. Now get ready to qualify the Pratham Sopan after completing the activities given in this book. You have to complete all tests within about a period of six months. Your Patrol Leader and the Guide Captain will support you.

## TESTS FOR PRATHAM SOPAN

### 1. LOOKING AFTER YOURSELF:

- a) Be able to tell correctly about "your duties at home".
- b) Be able to make your bed.
- c) Know the health rules regarding personal cleanliness.
- d) Learn B.P's. Six exercises and practice Yoga/ Asana /Surya Namashkar.
- e) Stitch a button.
- f) Clean and Polish canvas/ leather shoes.
- g) Make a personal First Aid kit and know its contents.
- h) Should know the Definition and Golden Rules of First Aid.



### 2. DISCIPLINE:

- a) Learn about your Patrol, its Flag, Yell, Song, Patrol Corner, and participate in Patrol in Council
- b) Learn and practise Hand and Whistle Signals.
- c) Foot Drill: Savdhan, Vishram, Aramse, Dahiney, Bayen and Pichey Mud.
- d) Participate in a Company and Patrol game.
- e) Satisfy the Guide Captain that your behaviour at home and at school is good.

### 3. ROPE WORK:

- a) Whip the ends of a rope.

- b) Tie and demonstrate the uses of the following knots: Reef Knot, Sheet Bend, Clove Hitch, Bowline, Sheep Shank, Fisherman Knot, Round Turn and two Half Hitches.
- c) Tie and demonstrate Sheer Lashing Mark I and Mark II.
- d) Make a gadget or handicraft useful at home.

#### **4. SERVICE**

- a) Undertake a Company Service Project in your School or Guide Headquarters under the guidance of your Guide Captain.
- b) Deal with simple Cuts, Burns and Bleeding from the nose.
- c) Undertake household responsibilities like cooking, water storage, hospitality, cleanliness etc. with the help of parents for a week.
- d) Daily Good Turn at home and maintain a diary at least for a month.
- e) Participate in the following activities
  - i) Discuss with your Guide Captain and render some service involving any one of the points of Guide Law and submit a report to your Guide Captain within a week.
  - ii) Undertake a nature study project in consultation with your Patrol Leader and submit the report within ten days.

**OR**

Visit a Village Panchayat Samiti/Block Development/Municipality/Municipal Corporation office and learn about the services rendered by one such public organization and submit a report to your Guide Captain within ten days.

#### **5. COMMUNICATION:**

Be able to use the PCO and Mobile Phone and be acquainted with the facilities available on it.

#### **6. OUT OF DOORS:**

- a) Know the simple wood craft signs and follow a trail with your patrol for not less than half a kilometre.
- b) Know and practise Road Safety Rules for pedestrians.
- c) Participate in a Nature Study Trail

#### **7. Serve as a Pravesh Guide for at least Six months.**

# 1. LOOKING AFTER YOURSELF

a) Be able to tell correctly "your duties at home". (Choose any ten)

Being an active Guide and obedient child, you have to :-

1. Help in meal planning and grocery shopping.
2. Help in preparing lunch and take to school
3. Peel carrots and potatoes
4. Involve in more challenging preparation of food, including baking and cooking with assistance and cleaning/cutting the vegetables .
5. Keep the dresses ready on previous night for the next day
6. Attend to personal hygiene
7. Fold clothes and keep them in proper place
8. Attend the phone properly
9. Maintain garden
10. Feed pets and clean their living area
11. Assist in caring for younger sibling
12. All the above with increasing challenge
13. Prepare a simple meal independently
14. Care for own belongings
15. Arrange the belongings
16. Earn your pocket money
17. Start to learn money management: Saving, giving, spending
18. Think about others, and practise appropriate manners.



Please Paste Pictures/Photographs of your above duties in your Log Book and get verified by your Parents.

b) Be able to make your bed.

A Guide should know how to keep her bed clean and in order at home.

There are many ways of making a comfortable bed in camp but

always have a waterproof sheet over the ground between the bed and the earth. If straw is available, you can make a mattress of it. To make it, set up a camp loom and weave it out of broken, ferns, heather, straw or grass, six feet long and two feet nine inches across. With this same loom you can make straw mats with which to form tents or shelter or walls. You can also be comfortable with making a big bag of canvas or scout linen, 6 ft long and 3 ft wide. This will do to roll up your kit in for travelling. The pillow cover can be used as your cloth bag.

c) **Know the health rules regarding personal cleanliness.**

Health keeps you fit to live and serve. In order to be healthy, you have to practise certain healthy habits. Aren't you practising it? Yes you are. Your mother, father and elders at home also teach you health rules. Observe your practices, compare with needs and rules given below. Improve your practices and become healthier.

**"Healthy mind in a healthy body",**

**"Health keeps us happy and others happy too".**

**"Healthy Guides are physically fit, mentally alert and socially useful"**

**"Healthy Guides build a healthy nation"**

### **HEALTH RULES:**

To make yourself strong and healthy it is necessary to begin with your inside and to get the blood into good order and the heart to work well. That is the secret of the whole thing and exercises of the body do it for you. This is the way:

- (a) **MAKE THE HEART STRONG** to pump the blood properly to every part of the body and so to build up flesh, bone and muscle. *Exercise: The "Struggle" and "Wrist pushing".*
- (b) **MAKE THE LUNGS STRONG** to provide the blood with fresh air. *Exercise: "Deep Breathing".*
- (c) **MAKE THE SKIN PERSPIRE** to get rid of the dirt from the blood. *Exercise: Bath, or dry rub with a damp towel every day.*
- (d) **MAKE THE STOMACH WORK** to feed the blood. *Exercise: "Cone", or "Body bending", and "Twisting"*
- (e) **MAKE THE BOWELS ACTIVE** to remove the remains of food and dirt from the body. *Exercise: "Body Bending" and "Kneading the Abdomen". Drink plenty of pure water. Regular daily "rear".*

- (f) WORK MUSCLES IN EACH PART OF THE BODY to make the blood circulate to that part and so increase your strength. *Exercise:* Running and Walking, and special exercises of special muscles, such as "Wrist Pushing"

The secret of keeping well and healthy is to keep your blood clean and active. These different exercises will do that if you will practise them every day.

The blood thrives on simple good food, plenty of exercise, plenty of fresh air, cleanliness of the body both inside and out, and proper rest of body and mind at intervals.

**Guidelines are not enough; you have to follow health rules.**

#### **(1) FRESH AIR:**

- Morning walk is the best. Evening walk is a must.
- Grow lot of trees for fresh air.
- Keep the windows open.
- Don't breathe through your mouth.
- Don't cover your face while sleeping.

#### **(2) SUNLIGHT:**

- Walk and play in the morning and evening sunlight.
- Heat a bucket of water on a sunny day. Take metallic bucket paint with black colour outside. Fill it with water, keep it for one hour. You will get hot water for bath.
- Sun light is very good for the health to get Vitamin D.

#### **(3) CLEANLINESS OF BODY**

- Do not grow nails cut the nails once a week / a fortnight.
- Keep all parts of your body clean by bathing and washing regularly.
- Brush your teeth well, especially after every meal [strictly before going to bed].
- Comb your hair daily after oiling with good hair oil and put the plait neatly.
- After your head bath, dry the hair properly.

#### **(4) CLEANLINESS OF SURROUNDINGS:**

- Keep the surrounding clean without throwing waste and litter, which should have a place in the dustbin. Dispose the waste regularly. Choose a suitable place and sweep and swab once a week for at least a month.

- For your log book assignment

Paste a picture of Clean and Neat Street.	Paste a Picture of your School showing clean surrounding.	Draw a garden with dust-bins.
---	---	-------------------------------

### (5) CLOTHINGS:

- Wear clean and loose dress. Tight dress obstruct free breathing.
- Wash your clothes yourself. It will last long.
- Wear cotton and light coloured clothes during summer and warm and dark colour clothes during winter.

### (6) FOOD:

- Healthy food must have raw vegetables, fruits and sprouted cereals at all meals.
- Chew well
- Drink sufficient pure water but it should be atleast one hour before/after 1 hour of the meals.
- Don't get addicted to deep fried/fast foods.
- Don't eat food which are kept open.
- Take light food always. Do not take more than you require.
- Take such items which will give calories as per requirements.
- Breakfast should be heavy. Lunch should be medium and Dinner should be light.

Activity-1: Make a list of items for healthy breakfast and one lunch.

Activity-2: List out importance of Carbohydrates, Fat, Minerals, Vitamins and the items carrying these.

### (7) SLEEP AND REST:

Rest for a short period after hard work-you will be relaxed.

Sleep well at least for seven to eight hours. Your body will be energized.

Wash your face and feet before sleeping.

Think good things and thank God before you go to bed.

- d) Learn B.P.'s Six exercises and practise Yoga/ Asana /Surya Namashkar.

### BP's SIX EXERCISES:

Any girl can make herself strong and healthy through some regular body exercises. They take only ten minutes and do not require any apparatus. Do them immediately after getting up and just before going to bed.

Here are some good exercises suggested by Lord Baden Powell in **Scouting for Boys, camp fire yarn no. 17.**



- (1) **For Head and Neck-** Rub the head, face and neck firmly over several times with the palms and fingers of both hands, thumb the muscles of the neck and throat.

Then comb your hair, clean your teeth, wash out your mouth and nose, drink a cup of cold water and then go on with the following exercises.

The movements should all be done as slowly as possible. Breathe the air in through your nose and breathe out through your mouth.

- (2) **For Chest-** From upright position bend to the front, arms stretched downwards, with back of the hands together in front of the knees. Breathe out.

Raise the hands gradually over the head and lean back as far as possible, drawing a deep breath through the nose as you do—that is, drinking God's air into your lungs and blood. Lower the arms gradually to the sides, breathing out the word "Thanks" (to God) through the mouth.



1                   2

In the pictures, an arrow with a circle means breathing out through the mouth.

Lastly, bend forward again, breathing out the last bit of breath in you, and saying the number of times you have done it, in order to keep count.

Repeat this exercise twelve times.



Remember while carrying it out that the object of the exercise is to develop shoulders, chest, heart and breathing apparatus inside you.

Deep breathing is important for bringing fresh air into the lungs to be put into the blood, and for developing the size of the chest, but it should be done carefully, and not overdone. It is done by sucking air in through the nose until it swells out your ribs as far as possible, especially at the back; then, after a pause, you breathe out the air slowly and gradually through the mouth until you have not a scrap of air left in you, then after a pause draw in your breath again through the nose as before.

Singing develops simultaneously proper breathing and development of heart, lungs, chest, and throat, together with dramatic feeling in rendering the song.

- (3) **For Stomach-** Standing upright, stretch out both arms, fingers extended, straight to the front, then slowly swing round to the right from the hips without moving the feet, and point the right arm as far round behind you as you can keeping both arms level with, or a little higher than, the shoulders. Then, after a pause, swing slowly round as far as you can to the left. Repeat this a dozen times.

This exercise is to move the inside organs such as liver and intestines, and help their work, as well as to strengthen the outside muscles round the ribs and stomach.

While carrying out this exercise, the breathing should be carefully regulated. Breathe in through the nose (not through the mouth), while pointing to the right rear; breathe out through the mouth as you come round and point to the left rear, and at the same time count aloud the number of the swing—or, what is better, thinking of it as part of your morning



prayer with God, say aloud: "Bless Tim", "Bless Father", and any of your family or friends in turn.

When you have done this six times to the right, change the breathing to the other side: breathe in when pointing to the left rear, and breathe out to the right.

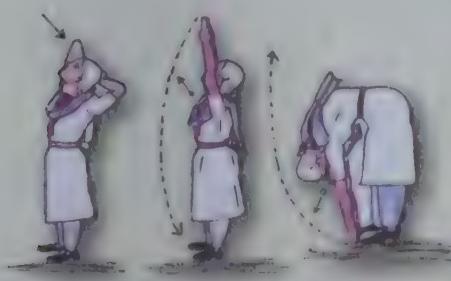
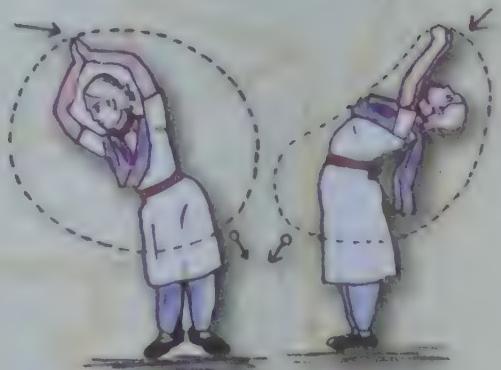
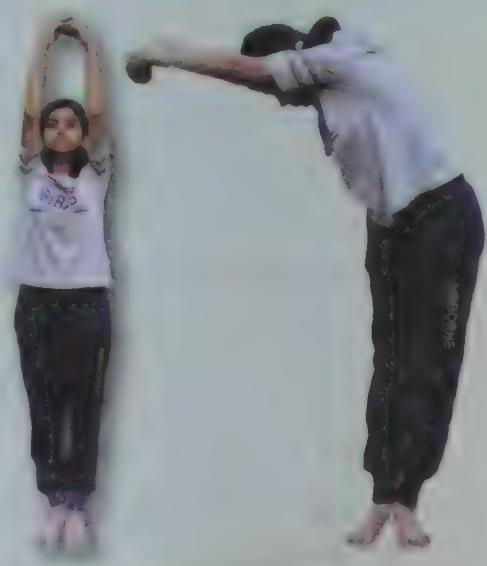
- (4) **For Trunk - "Cone Exercise".** - Standing at the "Alert", raise both hands as high as possible over the head, close to the ears and link fingers. Lean backwards, then sway the arms very slowly round in the direction of a cone, so that the hands make a wide circle above and around the body, the body turning from the hips, and leaning over to one side, then to the front, then to the other side, and then back. This is to exercise the muscles of the waist and stomach.

Repeat, say, six times to either side. With the eyes you should be trying to see all that goes on behind you during the movement.

A meaning attached to this exercise, which you should think of while carrying it out, is this. The clasping hands mean that you are knit together with friends—that is, other Guides—all round you as you sway round to the right, left, before, and behind you; in every direction you are bound to be friends. Love and friendship are the gift of God, so when you are making the upward move you look to heaven and drink in the air and the good feeling, which you then breathe out to your comrades all round.

- (5) **For Lower Body and Back of Legs-**  
Like every one of the exercises, this is, at the same time, a breathing exercise

by which the lungs and heart are developed, and the blood made strong and healthy. You simply stand



up and reach as high as you can skywards, and backwards, and then bend forward and downward till your fingers touch your toes, without bending your knees.

Stand with the feet slightly apart, touch your head with both hands, and look up into the sky, leaning back as far as you can, as in Fig. 1.

If you mingle prayer with your exercises, as I described to you before, you can, while looking up in this way, say to God: "I am yours from top to toe", and drink in God's air (through your nose, not through the mouth). Then reach both hands upwards as far as possible (Fig. 2), breathe out the number of the turns that you are doing, and bend slowly forward and downward, knees stiff, till you reach your toes with your finger-tips (Fig. 3).

Tuck in the small of your back while on the downward bend.

Then, keeping arms and knees still stiff, gradually raise the body to the first position again, and repeat the exercise a dozen times.

The object of this exercise is, however, not to touch the toes, but to massage the stomach. If you find you cannot touch your toes do not force yourself to do it, and, more especially, do not jerk yourself or allow anyone else to force you down.

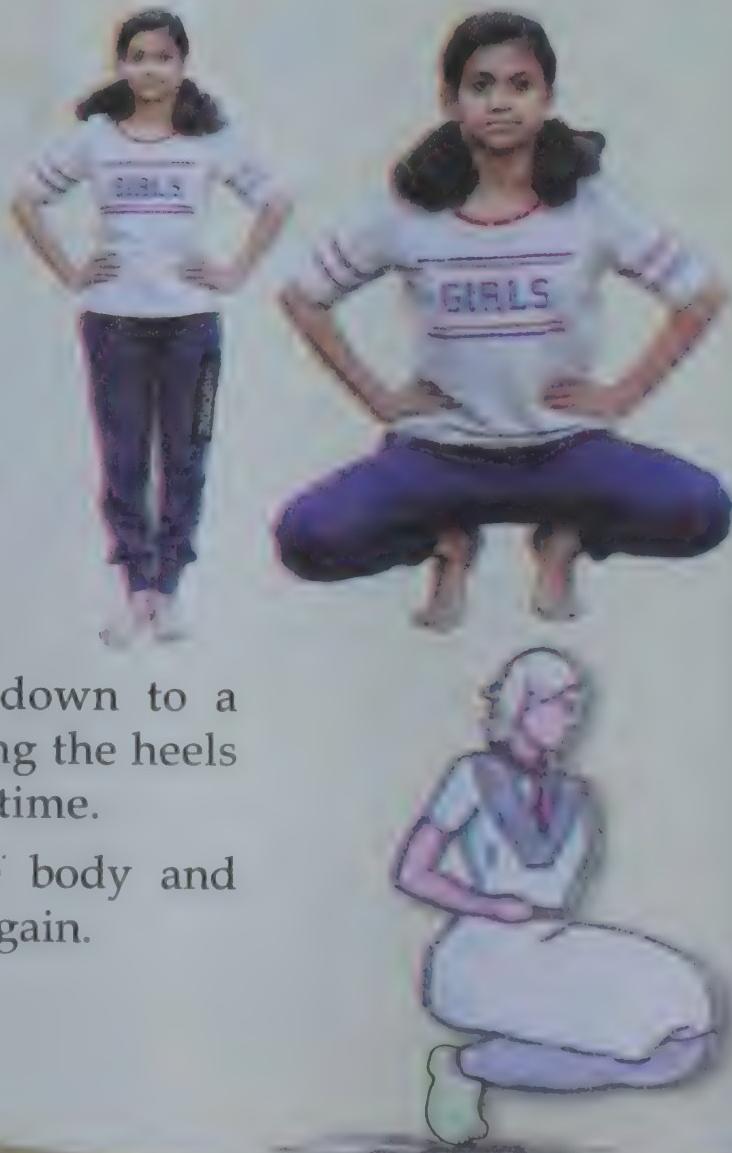
The value of the exercise lies in the upward stroke as against the downward stroke.

#### (6) For Legs, Feet and Toes

- Stand barefooted, at the position of "Alert". Put the hands on the hips, stand on tip-toe, turn the knees outwards, and bend them slowly till you gradually sink down to a squatting position, keeping the heels off the ground the whole time.

Then gradually raise the body and come to the first position again.

Repeat this 12 times.



The small of the back must be tucked in. The breath should be drawn in through the nose as the body rises, and counted out, through the mouth, as the body sinks. The weight of the body must be on the toes all the time, and the knees turned outwards to make you balance more easily. While performing the practice you should remember that its object is to strengthen the thighs, calves, and toe-sinews, as well as to exercise the stomach, so if you practise it several times during the day, at any odd moments, it will do you all the more good.

And you can connect with this exercise, since it makes you alternately stand up and squat down, that whether you are standing or sitting, at work or resting, you will hold yourself together (as your hands on your hips), and make yourself do what is right.

### Surya Namashkar - some practical guidelines

Effective use of Surya Namashkar is experienced on three levels, body, mind and intellect. The practice of Surya Namashkar is a sort of training to your body mind and soul (Pradnya). It works with equal force on these three aspects. It gives us physical and mental health with sharp intellect.

Only 35% to 40% of your muscles are used in daily activities. Rest of the muscles remain inactive. Surya Namashkar is a physical exercise where almost 95% to 97% of your muscles will be activated through active mode. Exercise hours ahead during the day, till you recharge them the next morning.

You are at un-ease when there is imbalance of Waat, Kapha and Pitta in the body. Daily practice of Surya Namashkar maintains steady state of these three, keeping the body in perfect health.

While performing Surya Namashkar the breathing exercise (Pranayam) gives more oxygen to your lungs. The rhythm of breathing becomes heavy with vitality. Each breath becomes deep and clear. It carries more oxygen to the parts of your body.

The vital points (The Chakras) in the body get charged. The Surya-Tej in these Chakras gets enlightened with the thought and sight of the Sun God.



While performing Surya Namashkar think nothing but about the Sun God. Concentrate yourself on the meaning of the Surya Mantra, the steps in the Surya Namashkar, their sequence, the proper activities of the different parts of the body, where you feel stress, stretch and strain etc. This will shut off your mind from thinking. Thoughtless state of mind contains no mental stress and strain at all. It is a real rest to your mind. Freedom from mental and emotional anxiety is the sound rest to your body too.

The word Moksha ! means to be relieved from fear and tears. It is to get freedom from all types of woes and worries. This is the released state of mind which gives you absolute happiness. All the virtues, the divine qualities which are nothing less than GOD HIMSELF are the carriers that take you to the absolute happiness-the Moksha.

The starting shloka, the Sankalpa, the prayer, the concluding shloka, the Samarpan and the shloka of dedication are important in the process of know themselves. If you can't (or don't want to) recite these shlokas give a thought to the meaning of each shloka while practicing Surya Namashkar.

Early morning is the best time for Surya Namashkar. Don't eat anything at least for five hours prior to Surya Namashkar.

Follow the body postures in each step very scrupulously. If it is not possible for you at the beginning you are free to make some minor changes, here and there, for the time being. But your final aim is to attain the perfect position.

## SURYA NAMASKAR



All the diagrams merely indicate only outward body posture roughly. They are not the ideal state of Asana.

Each movement of the Asana should be divided into parts and performed gracefully.

While performing the Asanas keep your belly and hip part loose. Get the feel of the stretch and strain at the particular part of the body. The rest of the body should be free of muscle tension.

Go slow. Slow speed is for (Sharir Shuddhi) cleansing the body of all sorts of toxins, fats, unwanted secretions and for restoring health. Each movement of the Asana should be graceful. Use all your physical ability to experience the stretch and strain on your body while performing the Asana

There are twelve steps in Surya Namashkar. You can count five seconds for each step of the Surya Namashkar. It means that one Surya Namashkar goes for one minute (and a bit more). This is the normal speed to perform twelve Asanas / one Surya Namashkar. This speed ensures Sharir Vruddhi. Steady progress in overall health and happiness. At the beginning, of course, you have to go very slow.

The body posture is important. If you have any problem at any step, revise all the given information, about the particular step, in the light of your problem. Your doubt will be solved. Make use of phone / E-mail to get your doubts cleared.

You can gain perfection in the Surya Namashkar after a long and steady practice. Be patient. Maintain slow and steady progress everyday to reach to the right posture of the Asana. Be one with the art. The Sun God will take you to the path of progress.

It is said that twenty-four Surya Namashkar, if done properly, are equal to five hundred sit-ups / pull-ups. It may be a statement of exaggeration. But it is worth to experience the physical fitness that you attain after you start practising Surya Namashkar. At the beginning of the practice, one Surya Namashkar consumes 02.30 KCL. This exercise burns out a lot of calories and reduces body mass and body weight.

If your physical capacity is to perform twelve Surya Namashkar at a time, perform only five. Give importance to use all the physical abilities to perform each and every Asana of Surya Namashkar.

The seven Chakras (the vital points), in your body govern every of your activity. They motivate you to act, give ability to perform the act and get the action done. Doctors also give prime importance,

directly or indirectly, to these vital points while treating a patient. Overall health and strength is restored through Surya Namashkar.

Persons suffering from slip-disk, arthritis, heart attack etc are suggested to take medical opinion before they start the practice of Surya Namashkar.

If your breathing goes fast while practising Surya Namashkar, either take some rest or stop performing more Surya Namashkar for the day. After the practice of Surya Namashkar is over you better lie down in Shawasan / Yoga Nidra for some time.

### **Yoga/Asanas**

Yoga and Asanas to be practised by Guides under the supervision of a trained person in the respective field. Proper care to be taken while practicing.



### **c) Stitch a button.**

- A Guide should carry needle and thread along with her Camp kit as a part of personal requisites. She should have knowledge on stitching atleast fixing a simple button on her dresses, etc.

**f) Clean/Polish canvas/leather shoes.**

- Shoes should be kept in sun light before use if possible.
- Should be cleaned daily with dry cloth after the use.
- Should be cleaned with dry cloth before polish.
- After cleaning by dry cloth(Nylon old socks will be better) polish the shoes and rub with brush as you can. Then again run with Nylon cloth.
- Never use new/tight shoes directly as it may cause scald or injury in the feet. Before using the same, put Mustard oil in side of the leather to become soft and then clean it with dry cloth.
- While going on trek, you can put powder inside the socks which will help a lot.

**Canvas Shoes:**

- Shoes should be kept in sun light before use if possible.
- Should be cleaned daily with dry cloth and then with wet cloth after the use
- Should be washed atleast once in a week with water and dry it in the sun light.
- Nowadays readymade polish is available. Polish it and dry in sun light.

**g) Make a personal First Aid kit and know its contents:**

**FIRST AID KIT:** 1. Triangular Bandage (Here you can also use your Scarf to meet any emergency) 2. Roller Bandage, 3. Antiseptic Cream, 4. Band-Aids, 5. Common Medicines like Paracetamol, Avil, Avomine etc, 6. Ointment like betadine etc. 7. Dettol, Burnol etc. 8. Common Salt, Sugar, Glucon "D", ORS etc, 9. Sterilized Cotton 25gms 10. Scissors, 11. Note Book, Pen, Soap and a napkin.

**h) Should know the Definition and Golden rules of First Aid:**

We are living in the age of accidents. It may happen anywhere and everywhere as our bathrooms and kitchen are full of electrical gadgets and roads are full of vehicles. Anything may cause an accident. Even a fall can cause accident. As you have committed to "Service", you have to render service when an accident occurs. You have to master First Aid. If first aid is done wrongly, it will become last aid.

## First-Aid definition:

The immediate help given to an injured person, until expert medical attention is received.

## Remember the Golden Rules of First Aid:

1. Do first things first, quickly-quietly without fuss or panic.
2. To assess the situation be calm, give confidence, talk to her/him, listen to her/him and reassure her/him.
3. Check ABC Rule.
4. Give artificial respiration if breathing has stopped.
5. Stop bleeding if any.
6. Treat for shock.
7. Do not attend too much.
8. Do not allow people to crowd around.
9. Don't remove clothes unnecessarily.
10. Arrange for transportation of the casualty as soon as possible.

**\*N.B: The contents in the First-Aid kit may be replaced once in every three months or when expire as Precautionary measures. The materials are to be wrapped in a thick Plastic Cover or Pouch.**

## 2. DISCIPLINE:

**a) Learn about your Patrol, its Flag, Song, Patrol Corner and participate in Patrol in Council**

You have been with your Patrol for more than three months. Don't you agree that you have enjoyed working in a Patrol with friends? You would have noticed that each one of you in the Patrol belongs to different religion. You all have come from different culture and each has a different family background. There are differences in ideas, speed of work and way of work. With all these differences you should adjust with each other, caring and sharing ideas, materials and work. You are recognized only through your Patrol. This goes with the saying "I not for I, but I for we". All of you should share all the fame and blame together. This is the democratic way of living.

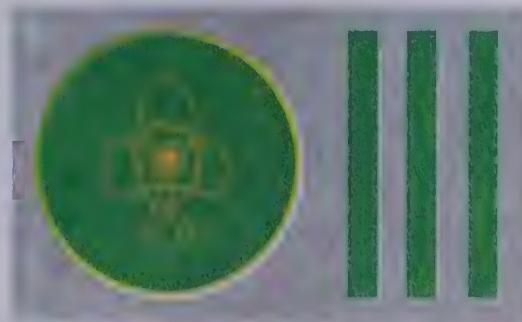
You must know about the Patrol System.

**(1) Patrol System:** is functioning of patrols in a Guide Company, a unique method based on democracy. Guide Company is governed by the body of Patrol Leaders and the Company Leader.

**Company:** Company consists of 24-32 Guides including Company Leader, Assistant Company Leader, Patrol Leaders and Seconds. The Company is divided into four Patrols with 6-8 members in each Patrol. Company is led by a Company Leader under the supervision and guidance of the Unit Leader.

**(i) Company Leader:** One of the Patrol Leaders, with not less than 6 months service as a Patrol Leader, with Dwitiya Sopan Badge, may be appointed as Company Leader by the Guide Captain in consultation with the Court of Honour. She shall wear the Guide uniform and in addition three Green Armlets each 1.5 cm wide, stitched over the cuff of the left sleeve, each 1 cm apart and Company Leader's Badge with its base 4 cms. in sky blue above the right sleeve.

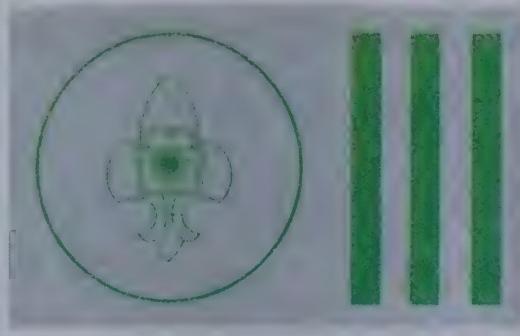
**Company leader's Badge is a rectangular Badge with Emblem in yellow on green background with a yellow ring round it and three vertical green stripes**



**to the left of the emblem.** She offers active assistance to the Guide Captain and Assistant Guide Captain and takes charge of the unit in the absence of the Adult Unit Leaders.

**2. Assistant Company Leader:**

One of the Patrol Leaders with not less than 6 months service as a Patrol Leader, with Dwitiya Sopan Badge may be appointed as Assistant Company Leader by the Guide Captain in consultation with the Court of Honour. She shall wear the Guide Uniform and in addition three green armlets each 1.5 cm wide stitched over the cuff of the left sleeve, each 1 cm apart and Asstt. Company Leader's Badge with its base 4 cms. in sky blue colour above the right sleeve.



**Assistant Company Leader's Badge** is a rectangular Badge with emblem and ring around it in green colour and three green vertical to the left of the emblem. The Assistant Company Leader assists the Company Leader as directed.

**3. Patrol Leader:** There shall be a Patrol Leader for each Patrol. Patrol leader is a Guide appointed as a Patrol Leader by the Guide Captain in consultation with the Court of Honour and the concerned Patrol to lead a Patrol of Guides. She shall wear the Guide uniform and in addtion two green armlets each 1.5 cm wide stitched over the cuff of the left sleeve each 1 cm. apart.

**4. Second:** There shall be a second for each Patrol. A second is a Guide selected by the Patrol Leader with the approval of the Guide Captain and the Court of Honour. She shall help the Patrol Leader and take her place in her absence. She shall wear the Guide Uniform and in addition one green armlet 1.5 cm wide stitched over the cuff of the left sleeve 1 cm. above the lower edge.

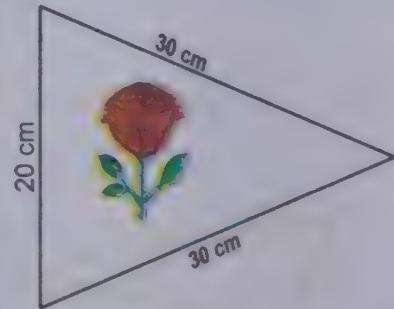
**5. Patrol Name:** Each Patrol shall bear the name of a flower chosen in consultation with the Patrol-in- council and every member of the Patrol shall wear the emblem of the Patrol stitched above the left pocket/at the same place on the sash.

**6. Patrol Emblem:** The Patrol Emblem is a circle in shape of 5 c.m diameter. The background is black in colour encircled by Green all around. In the Centre of the Circle



the emblem flower is designed in original colour. i.e. Rose-Pink Sunflower- Yellow, Lotus- Red, Jasmine- White etc. Members of each patrol shall wear the emblem of their respective patrol on the uniform, above the left pocket or at the same place on the sash.

7. **Patrol Flag:** Each patrol has a flag that displays the emblem of the patrol. The Patrol flag is triangular in shape, white in colour with emblem in red colour. The length of the base is 20 cm and sides 30 cms each. The best type is the one which has been designed and made by the Patrol itself.



*Note : The colour of the patrol emblem on the patrol flag will be in red colour only irrespective of the original colour of the flower.*

8. **Patrol Song:** Make up a short song with your patrol. It will not only attract your patrol activities, but also bring all of you closer and increase your patrol spirit.

(9)

### **Patrol corner:**

The Patrol corner is the place allotted for the patrol to practice patrol activities, patrol decorations, etc., either within the Guide Den or in the open ground.



Patrol Corner is the place where you meet to conduct Patrol activities and meetings. It may be permanent or temporary. But it must reflect the spirit of the patrol. Take active part in your Patrol. It will develop your personality which will not only benefit you but would also help the community.

## (10) Patrol-in-Council:

Patrol-in-Council is a meeting of all the Guides in a Patrol for the discussion of its affairs under the leadership of the Patrol Leader. It can be a specially called meeting or held during a normal Patrol Meeting or can be part of the Guide Company programme. The Patrol leader shall be the Chairman of Patrol-in-Council.



## (11) Court -of- Honour:

There shall be a Court of Honour for every Company. The Court-of-Honour shall consist of the Company Leader, Assistant Company Leader and Patrol Leaders, the seconds may be admitted as members of the COH.



except when matters of discipline are dealt with. The Company Leader or one of the Patrol Leaders elected by COH shall function as the Chairman and one of the members elected shall function as Secretary. The Court-of-Honour will plan the activities; deal with the problems, discipline and finances of the Guide Company. The Secretary prepares the records and reads the proceedings for the approval of all the members. The Guide Captain and the Assistant Guide Captain shall act as advisors. The Court-of-Honour is training for leadership and democracy.

### Activity-1      DO THIS:

- Learn “Om Sahanav bavatu” verse and know the meaning.
- Draw the Patrol Emblem and write the song of your patrol.
- Practice your Patrol Call.
- You are working in the Patrol, Discuss and write the advantages of Patrol system.

## Activity-II MATCH THE LIST "B" WITH "A"

<b>A</b>	<b>B</b>
1. Patrol-in-Council	Elected by COH
2. Patrol Corner	Name of a flower
3. Patrol Leader	Group of 6 to 8
4. COH	Song about the Patrol
5. Patrol Second	Triangular white flag
6. Patrol Flag	Leads in the absence of Patrol Leader
7. Patrol Song	Governing body of the Company
8. Patrol	Leader of the Patrol
9. Patrol Name	Patrol Den/ Meeting Place
10. Chairman of COH	Patrol Meet

b) Learn and practice Hand and Whistle Signals.

### (1) HAND SIGNALS

Hand Signals - which can also be made by Patrol Leaders with their Patrol flags when necessary

Hand waved several times across face from side to side, or flag waved horizontally from side to side opposite the face means "No", "Never Mind", "As you were".

Hand or flag held high, and waved very slowly from side to side, at full extent of arm means "extend", "Go farther out", "Scatter".

Hand or flag held high and waved quickly from side to side at full extent of arm means "Close in", "Rally", "Come here".

Hand or flag pointing in any direction, means "Go in that direction".

Clenched hand or flag jumped rapidly up and down several times, means "run".

Hand or flag held straight up over head, means "Stop", "Halt". Please go through the diagrams on next pages no. 22 and 23.

When a leader is shouting an order or message to a guide who is some way off, the guide, if she hears what is being said should hold up her hand level with her head all the time. If she cannot hear, she should stand still, making no sign. The leader will then repeat louder, or beckon to the guide to come nearer.

Make up your own signals for other commands to your Patrol.



ATTENTION OR ALERT



STAND-AT-EASE



BY PATROL

COMPANY IN LINE OF  
GUIDE CAPTAINCOMPANY IN LINE ACCORDING  
TO HEIGHTCOMPANY IN CIRCLE  
QUICK TIMEABOUT TURN  
HALTQUICK TIME  
HALT



DISMISS



ADVANCE



DOUBLE MARCH



LIE DOWN



AS YOU WERE



FOLLOW ME

COMPANY IN  
SEMI-CIRCLE

SPOKES FORMATION



CLOSE COLUMN



OPEN COLUMN



## (2) WHISTLE SIGNALS

When a Guide Captain wants to call the Company together she whistles "the Guide call" or use a special Company call.

Patrol Leaders thereupon call together their Patrols by giving their Patrol call.

Then they take their Patrols "on the double" to the Guide Captain.

Here are some whistle signals for Guides.

	Dash	Silence/ Alert
o o o o o o o o	8 Dots	Rally call, close in, come together
o o o _	3 dots 1 dash	Patrol Leaders call
o _ o _ o _	dot dash dot dash	Danger, Alarm, Be ready Look Out.
— — —	Succession of dash	Disperse
o o _	two dots and one dash	Duty leader call

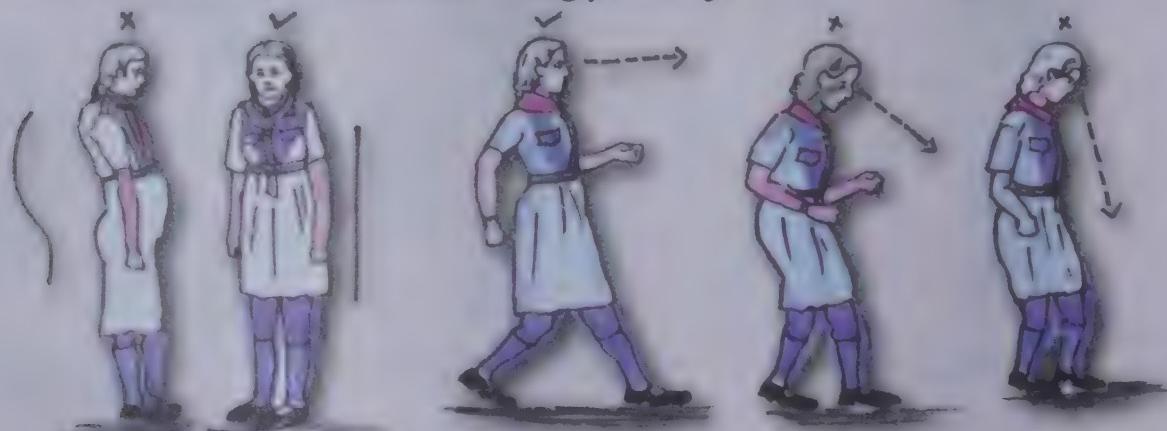
Any signal must be instantly obeyed at the double as fast as you can run – no matter what other job you may be doing at that time.

### c) Foot Drill: Savdhan, Vishram, Aramse, Dahiney, Bayen & Pichey Mud.

#### SMARTNESS AND DRILL

Baden-Powell, our Founder was not against drill. He was really in favour of it. What he objected to was the indiscriminate and unimaginative use of it. He wanted that it should not be done in seasons and out. Drill is not to be overdone. Drill is not everything. There are a thousand and one things of importance which Guides have to do, and to have drill and drill only to the exclusion of these other things is what B.P. objected to.

Guides should know correct *gait* and posture. When they stand they should be able to stand upright and correctly, and when they walk, they should be able to walk with proper *gait*. Baden-Powell has referred to master these in *Scouting for Boys*.



## Drill :

Guides should know how to move from one point to another quickly and in good order whether they are together as a Guide Company or in Patrols. Frequent practice in drill will give them the necessary training and keep them smart.

"Scouts should know how to move quickly in Troop and Patrol group from one point to another", says B.P. "When done right, practice to quick and orderly Movements set them up, and make them to smart and quick." It strengthens the muscles which support the body, and by keeping the body upright, the lungs and heart, get plenty of room to work and the inside organs are kept in proper position for proper digestion of food.

### Drill Commands:

Fall in (Line ban)

Right Dress (Dahine Saaj)

Eyes Front (Samne Dekh)

Stand at Ease (Vishram)

Stand Easy (Aaram Se)

Attention (Savdhan)

Right Turn (Dahine Mur)

Left Turn (Bayen Mur)

About Turn (Peeche Mur)

Number (Dahine Se Ginti Kar)

Open Order March (Khuli line Chal)

Close Order March (Nikat line Chal)

Dismiss (Visarjan)



**Fall in (Line ban):** All the Patrols fall in, in a single line in front of the Guide Captain. Formation of two and three lines is used occasionally.

**Right Dress (Dahine Saaj):** The Guide of the front line on the right flank stands still. The Guide immediately behind her raises hand forward and adjusts the arm distance. Similarly all others in that line will adjust the arm distance.

All other Guides in the front rank turn head and eyes to the right, and raise their right arm with clenched fist.

All other Guides of the second or third line if any cover up from the front rank and dress by looking to the right without raising the hand, on the command "EYES FRONT (Samne Dekh)", head and eyes are brought sharply to the front and the arm is dropped smartly to the side.

**Left Dress (Bayen Saaj):** Substitute the word left for each word 'right' in the above description.

**Stand at Ease (Vishram):** Move the left foot off to the left about twelve inches, body evenly balanced on both legs, hands behind the back, right palm resting on fingers of left palm stretched and thumbs crossed. No movement is allowed until the next command "STAND EASY" is given. You can relax, but do not move your feet and do not talk.

**Attention (Saavdhan):** Bring the left heel closer to the right heel, keep the toes open at 30degrees angle and stand erect. Head and eyes to be front, arms to sides with hands closed fist, and thumbs to the front just behind the seam of the overall/uniform.

**Right Turn (Dahine Mur):** On the command pivot on right heel and left toe making 90 degrees angle to the right side and bring left foot to the right foot.

**Left Turn (Bayen Mur):** Substitute the word "Left" for the "Right" and action will be vice-versa of the above description.

**About Turn (Peeche mur):** On the command pivot point right heel and left toe making 180 degrees angle (completely turning back) bringing the left foot in line with the right foot. To maintain the uniformity generally number is given as One-Two-Three one or One-Two-Three -Four.

**Number from Right: (Dahine Se Ginti Kar):** All the guides standing in a rank in front of the Guide Captain will give their numbers 1-2-3-4----from the right hand side of the rank.

**Open (Khuli line Chal) and Close Order March (Nikat line Chal):** All the patrols are standing one behind the other in front of the Guide Captain with a distance of two steps in between each patrol. When open order command is given the patrols will be marching apart by two steps (first line two steps forward and last line two steps backward). On the command close order column the first line will go two steps back and last line comes two steps forward. On both commands middle line stands still.

**Dismiss (Visarjan):** Turn to the right, salute, one step to the right and disperse.

#### d) **Participate in a Company and Patrol game :**

Games, "For some it means the fun of playing the game of Girl Guide, and to others, it means the fun of playing the game in guiding girls"

Play is nature's preparation for life. It helps to grow mentally, physically and spiritually through Guide games. There are many types of games, some help the Guide to become smart and intelligent and provide an outlet for energy and high spirits. Other Games develop courage, sense of honesty, self control and fair play; while quiet games are important in the development of ingenuity and resourcefulness.

Wide games is one of the types of games, which include Woodcraft games, (i.e. tracking, stalking and nature observation) covering long periods of time and space. The guides should go right out into the open, involving emergencies. First aid, nature Craft, Compass, Mapping etc. This type of games is often played in Wooden area, providing for planning and organising.

**GAMES:** It is the best way of helping the group to acquire discipline and self discipline.



##### (1) **GAMES-WIDE GAMES AND NIGHT GAMES**

Games develop the Physical and intellectual potentials  
competition spirit

cooperation and team spirit

leadership

spiritual potentials

character building

understanding the nature

For varieties of games, you may refer Nature Game and Games Galore Books published by the Bharat Scouts and Guides.

## Some important games:

### (2) WIDE GAMES:

It is a game played in a vast area for a longer period of time with a number of members of a team or teams, providing adventure, romance, fun and joy.

PURPOSE: Develop courage, initiative, leadership, team spirit, physical fitness, character, knowledge, skills, etc.

TYPE: Treasure Type/Seizer Type/Conquest Type.

TREASURE TYPE: Two or more teams separately attempt to obtain a treasure and bring it to safety against the opposition of the other team/ teams.

SEIZER TYPE: Each of two teams attempts to bring a treasure from one spot or the other, at the same time trying to seize the treasure of the other which is moving in the opposition.

CONQUEST TYPE: Each of two teams attempts to conquer a specific spot of ground defend by the opponents from conquering its own piece of ground.

REMEMBER: - "KILL THE GAME BEFORE IT DIES"

### 3. ROPE WORK

#### a) Whipping the ends of a rope

Whipping is a means of protecting the ends of a rope from fraying. Binding strands so tightly with thread preferably twine, so that they cannot untwist or we can say "to prevent unlaying of the strands". Better run the thread through wax, soap or candle grease before use.

Length of whipping to be equal to the diameter of the rope. In simple whipping always take the bent loops in the twine at the strands. After finishing, the end of the string may be trimmed off neatly.



#### b) Knots

Tie and demonstrate the use of the following knots:

##### (1) REEF KNOT:

Most common and useful knot for joining the ends of the same rope i.e. to secure a parcel, or a folded tent, to tie rolls, bales, etc., to tie the ends of triangular bandage in first-aid.



##### (2) SHEET BEND:

The most suited to join the ropes of equal or unequal thickness - very good for dry ropes. This is to make a rope fast to a loop. Also to tie a rope to a sheet.



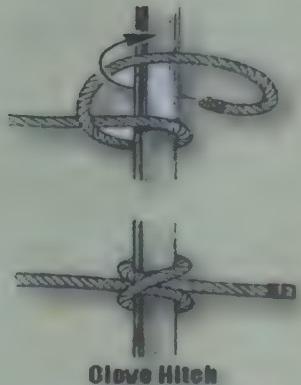
Let the two ends come out on the same side of the knot for a better grip. Take care to tie a thinner rope on to the thicker and not vice-versa.



### (3) CLOVE HITCH:

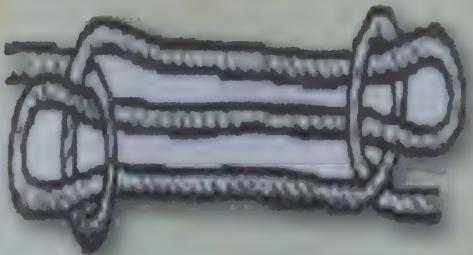
For securing a rope to a spar when the other end of the rope is free - to start with and end with clove hitch in lashing.

This can be made at the ends of or standing part of a rope. But the ends should also be fastened (twisted, seized or tied with half hitch) for safety.



### (4) SHEEP SHANK:

To shorten a rope temporarily without cutting it or to avoid strain on a weak part when it is a continuous strain on the rope - use as a device for taking up the slack in a rope when both ends are secured.



Seizing at the ends is safe because on slackening the knot gives way. Or pass the end through the loop, if possible, or use stick at the loop to hold the knot.

### (5) ROUND TURN AND TWO HALF HITCHES:

For securing one end of a rope to a post, tree etc. when there is tension at the other end. Making a dinghy fast to a ring or post or for securing a rope which is bearing a strain to a hold fast.

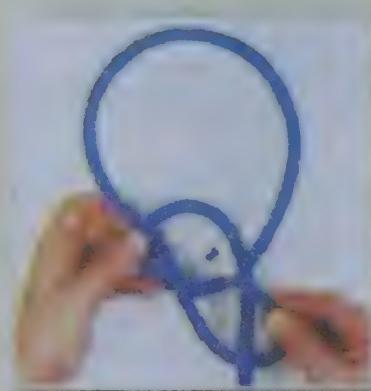


Very useful when the strain is on one side. But two half hitches should be similar exactly (in fact they form a clove hitch) and close to the object to which it is tied.



#### 6) BOWLINE:

A loop that never slips - always made at the end of a rope - used at the end of the life line and for slinging a man, say, for white-washing walls of a very tall building - for climbing and - life saving (lowering people from a burning building or dragging a person out of it - for fastening animals etc.).



#### 7) FISHERMAN'S KNOT:

Another reliable joining knot - most preferred, when the joining material is gut nylon, silk or some other than the usual string or twine - recommended for joining wet ropes and thin or slippery lines. Better if the ropes are of the same thickness.



c) Tie and demonstrate Sheer Lashing Mark I and Mark II.

### (1) SHEER LASHING - MARK-1



Start with clove hitch round one of the poles and twist the free end round the rope. Make about 10 turns round both poles; do not make these too tight otherwise you will have difficulty with the frapping turns. Make 2 frapping turns between

the poles. Finish off with a clove hitch round the other pole. **Uses:** to form 'legs' with 2 poles-to form a cloth line.



### (2) SHEER LASHING - Mark -2

Start with clove hitch on both of the poles and twist the free end round the rope. Make about 10 turns round on both the poles; Finish off with a clove hitch on the poles. Same way on the other side of the poles joining

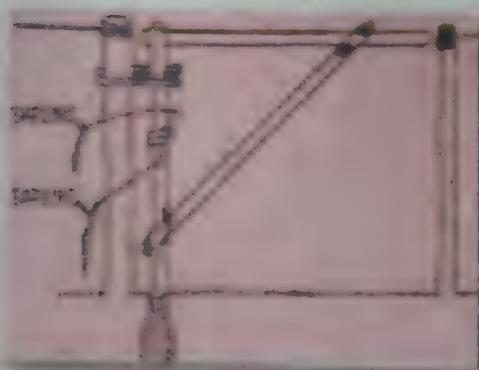
**Uses:** To join 2 poles together to make a longer pole

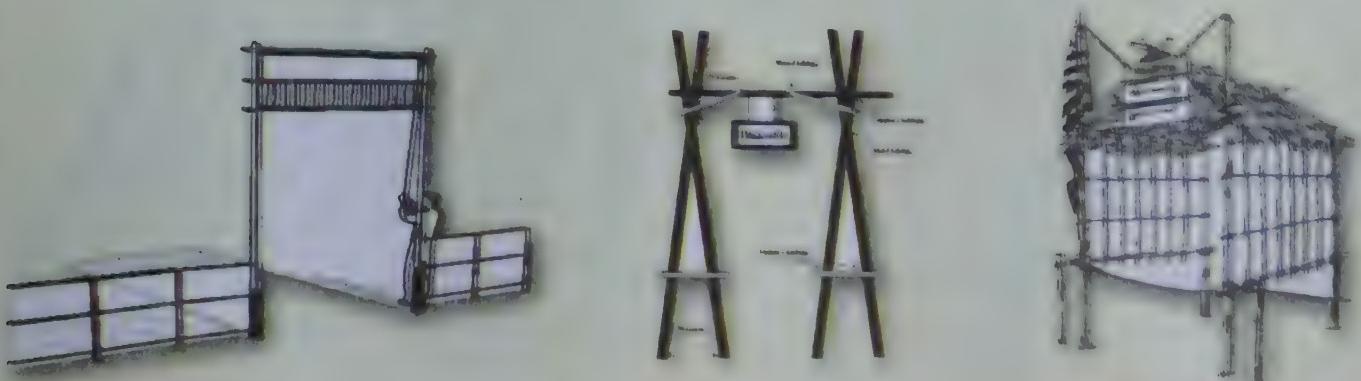
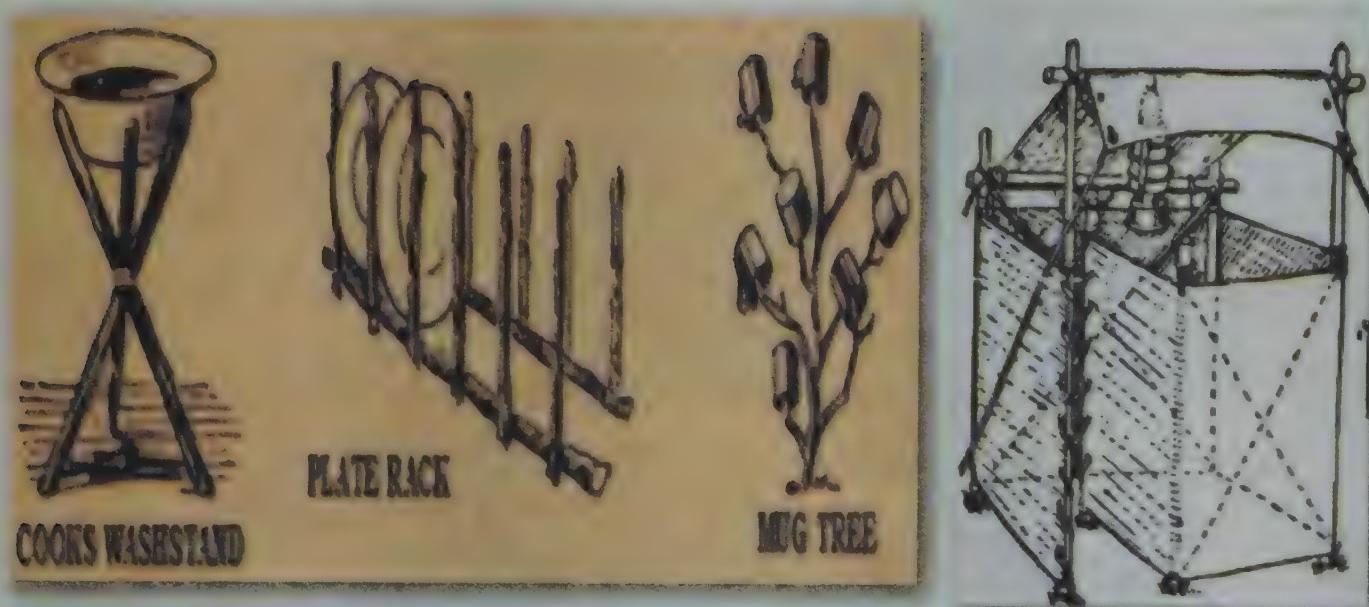


d) Make a gadget or handicraft useful at home.

(1) **Gadgets:** Gadget is an improvised furniture best suited to outdoor living. You have already learnt knots and lashings. Make use of them and prepare any two gadgets for home use.

You can try these or make different ones.





# GADGETS WITHOUT WORDS.



WASTE BASKET



NOTICE BOARD



BROOM



SHOE SCRAPER



GREASE PIT

TABOO  
SIGN

DEBRIS

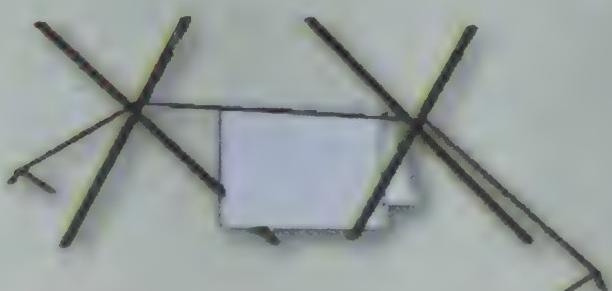
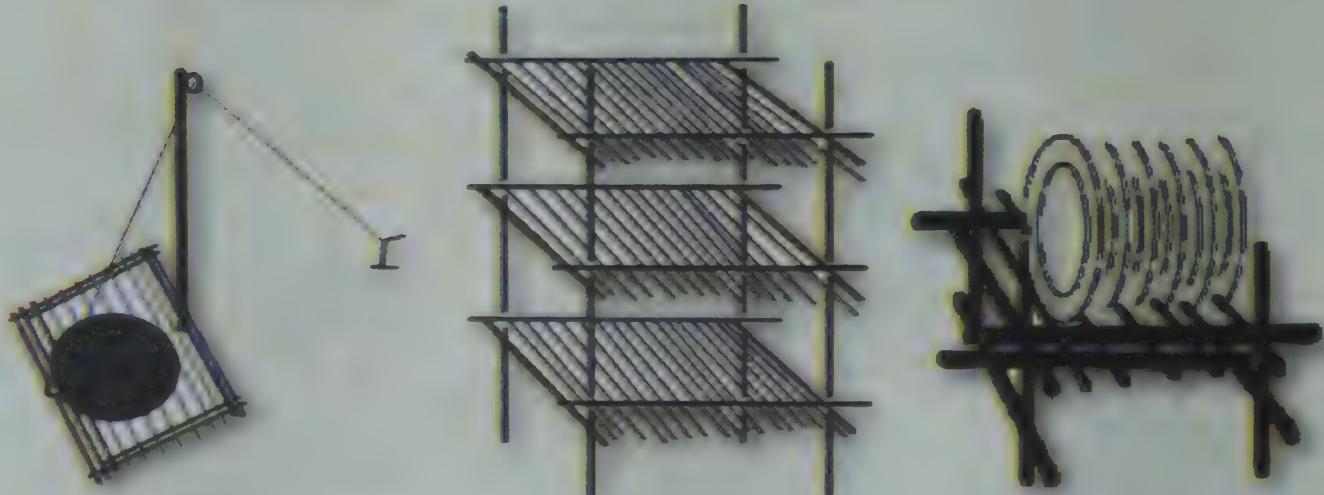


MIRROR

SOAP

OLD GROUNDSHEET

RUNWAY



## (2) Handicraft:

Handicraft is a creative art which satisfies self, and people feel happy to look at it. It employs leisure time usefully. Handicraft provides employment, livelihood and also business. India is famous for its handicrafts.

## (3) Collect the names of famous handicrafts in India.

Handicrafts should be introduced in Guide Company meetings.

You can prepare variety of handicrafts using a wide variety of materials and arrange an exhibition in your Guide Company.

Handicrafts are of different varieties: Terracotta (pottery), woodcraft, metal craft, paper craft, jute craft, coir craft, plastic craft, nature craft with twigs, leaves and flowers, paintings, embossing, embroidery, flower making and arranging.



**"Busy girls brain is a God's workshop"**

- Make handicraft for your home and exhibit in your patrol.
- You can make the things below:
  - Paper Craft: Buntings, flowers, greetings, covers, models, posters etc.
  - Jute Craft: Foot rug, bag, laudall etc.
  - Plastic Craft: Basket, mat, dolls, flowers, garland etc.

## 4. SERVICE

**a) Undertake a Company Service Project in your School or Guide Head-quarters under the guidance of your Guide Captain:**

- Select a Service in consultation with Guide Captain
- Get approved by Court-of-Honour
- Obtain essential permissions from Parents, Head of the Institutions.
- Title of the Service Project
- Date of Commencement
- Date of Concluding
- Details of Service in brief with experience along with action photographs, pictures, news cutting etc
- Obtain Signature of the Project Sanctioning authority
- Countersigned by Guide Captain

**"Become a good First Aider to benefit you and others"**

**b) Deal with simple Cuts, Burns and Bleeding from the nose.**

**(1) SIMPLE CUTS:**

Wash your hands thoroughly. Avoid touching any part of the wound with the fingers or any part of the dressing which will be in contact with wound. Do not talk or cough over the wound or the dressing. Dressing must be covered with adequate pads of cotton wool, extending well beyond them and retained in position by a bandage or strapping.

**(2) BURNS:**

1. Clean the area gently with clean water.
2. Submerge the burnt area in cold water.
3. Apply a solution of salt and water (one teaspoonful to a pint of water) at the outer places around the wound.
4. Cover with dry dressing
5. Do not apply cotton wool direct to the burn.
6. Do not apply any greasy substance.
7. Give warm drinks, for example sweetened tea or coffee.

**(3) HOW TO DEAL BLEEDING FROM NOSE:**

Nosebleeds can happen after nasal injuries, overzealous picking or blowing, or when the air in your environment is extremely dry. Some people tend to get nosebleeds more frequently than

others; they are pretty common, and rarely life-threatening. However, they can be a little embarrassing. Follow along after the jump to learn how to stay calm and stop the bleeding.



- Hold a tissue paper to the nose of the casualty. The first thing to do is make sure to pinch the bridge of his/her nose. Grab the closest tissue paper or towel and hold it up to his/her nose to stop the blood from getting everywhere. Pinch his/her nose

to prevent a long lasting nose bleed.

- Don't allow patient to blow the nose, since this can make the bleeding worse.
- If the bleeding is heavy, he/she may need to use an absorbent cloth towel



**Get the patient into a comfortable position, don't allow to lie down.**

- Make the patient sit on a chair and lean slightly forward.
- The patient's inclination may be to lean back, to work against gravity and stop the blood from flowing so quickly, but if the patient leans back, he/she risks swallowing blood, which can lead to an irritation of stomach and even vomiting.
- The patient may resist the temptation to lie down, for the same reason that he/she shouldn't lean back. Lying down could cause the patient to swallow blood.
- If the patient wants to remain standing, it may be allowed, but it's better to relax his/her body by sitting down for a few minutes while he/she gets control of the nosebleed.

**Pinch the nostrils of the patient.** The blood that flows during nosebleeds most commonly comes from the fleshy front of the nose. Pinching that section of the nose is the best way to stop the flow.



- Make the patient lean forward and use your fingers to pinch the nostrils shut for 10 minutes. Doing this should help the blood clot and stop running, the same way it does when a bandage is held to a wound on the skin.
- Medicated nasal sprays can also help stop the flow. If you have a nasal spray such as Afrin on hand, spray on the patient's nose with it before being pinched.

**Check the bleed.** After 10 minutes have passed, release the nose and determine whether it is still bleeding. If blood is still flowing, resume pinching the nose for another 10 minutes.



**Apply a cold compress over the bridge of the nose.** If pinching doesn't seem to be stopping the bleeding, a cold compress will cause blood vessels to constrict, slowing the bleeding. Try one of these methods:



- Wet a washed cloth with cold water. It is not as cold as it could be, but it is more comfortable than ice on the skin and it should still help.
- Make a quick ice pack. Put ice inside a re-sealable plastic bag, and hold it on top of the patient's nose. Crushed ice is ideal, but cubed works too.
- Keep frozen sponges handy. If anyone tends to get nosebleeds often, this trick can save a lot of time. Get a new kitchen sponge, add a bit of water to it, and put it into a re-sealable plastic bag.
- Put the bag in the freezer, and pull out a sponge whenever you have a nosebleed — it will be easier than hassling with ice cubes while anyone is bleeding.
- **Know when to call a doctor.** Most nosebleeds are not serious, and don't require emergency medical care. In some rare cases nosebleeds are caused by something



other than a slight tear in the skin. See a doctor if you experience the following:

- The patient is still bleeding after 20 minutes.
  - The bleeding started after a head injury.
  - The nose was hit, and is suspected that the nose is broken/damaged.
- c) **Undertake household responsibilities like cooking, water storage, hospitality, cleanliness etc. with the help of parents for a week.**

Guiding is not always an outdoor activity. You must also learn the skill to maintain the household. Home is your living place. Cleanliness, arranging things, purchasing and storing provisions, cooking, water storage, mending the damaged things, waste disposal are some of the household skills and responsibilities.

Clean-sweep, swab, dust the house. Clean bathroom, toilets and surroundings, Radio, Tape Recorders, TV, Fridge, Water drum, Water filter, Water tank, Kitchen before and after cooking.

### **Wash- Clothes and Vessels.**

Arrange- rooms, clothes, books, furniture, vessels, flower vase.

Cook and Serve - Simple dishes and salads.

Purchase and Store - Provisions, vegetables, fruits, flowers.

Repair- Stitch the clothes, stitch and bind the torn books, tighten the screws of table, cooker handles etc, fix a wire to a plug, oil the sewing machine, put the fuse.

Control the wastage of food, water and energy (heat used for cooking and heating water). Conserve water and energy.

“A stitch in time saves nine”

“Maintaining things clean and safe, make them last long”

“Well-done household work saves money, energy and time”.

**Note to Parent: Make your child do all the household work at home for a week. Judge and certify her work. You can grade your daughter's work- Average-C, Well done-B, Excellent-A.**

# CERTIFICATE OF APPRECIATION

*This is to certify that my daughter*

*has served at home for a week and helped me/us.*

*She will continue to do so in future.*

*Madam, thank you for taking care of my  
daughter in every respect of her development.*

Date:

(Parents/Guardian)

## d) Participate in the following activities:

i) Discuss with your Guide Captain and render some service involving any one of the points of Guide Law and submit a report to your Guide Captain.

You have realized the importance of the Guide Law and its practical value.

You are practising very conscientiously as a Guide. Select any one of the points of Guide Law, discuss with your Guide Captain and render suitable service. Prepare and submit a Report on:

**1st and 2nd points of the Guide Law - Trustworthy and Loyal.**

- Find out the meaning
- Why it is so important
- Observe your family members and friends. Find out how many are following it.
- Observe yourself after becoming a guide.
- Discuss about these values with elders and friends.
- Quote some incidents you know about trustworthy and loyalty to your Guide Captain.
- Collect one or two stories and write briefly.
- Enact a skit on these points.
- Serve your family, school and community, service must be loyal, you should gain the trust of the people.

**Loyalty in performing the work entrusted.** Make an assignment and list out the work/assignments and how far

you have successfully completed the work with your own effort and the assistance of others. Do the service, record and report your experiences.

### **3rd point of the Guide Law - friend to all and a sister to every other Guide.**

- Discuss the value of friendship
- Serve a friend in need. Report your service with your experience.
- Co-operation in patrol and Guide Company during the activities.
- Helping each other in the competition.

### **5<sup>th</sup> point of the Guide Law - Friend to animals and Loves nature.**

- Refer nature Study.

### **6<sup>th</sup> point of the Guide Law - Protect public property.**

- Serve the Park / Bus stands to maintain cleanliness.
- Make posters regarding the protection of public property and display in the public place.

**(ii) Undertake a nature study project in consultation with your Patrol leader and submit the report within ten days.**

**OR**

**Visit a Village Panchayat Samiti / Block Development / Municipality/ Municipal Corporation office and learn about the services rendered by one such public organization and submit a report to your Guide Captain within ten days.**

Nature is a gift of God to the living being.

Life is existing on earth because of nature. Nature has living beings like plants, animals and microbes, non-living things which support life like soil, minerals, water, air, sun, moon and stars. Nature is a beautiful art of creator. Look around you and appreciate the nature. Know the inter-dependency of the components of nature. You will wonder about the life web. You will be surprised to know the importance of soil without which life cannot exist. Water! Water is a great liquid of life. Air! Life exists because of breathing the air in and out. Sun! Sun is the only source of energy. We want plants for our existence. Animals are also essential. Microbes! The unseen living beings live with us helping and harming us. Diversity in these components adds to the beauty of nature.

You have to study nature which helps existence. You are following the law "A Guide is a Friend to animals and loves nature". You have to conserve these precious resources. What is Conservation? Conservation is a desirable human value which means use the place and the used up volumes of resources. In order to develop this value of natural resources judiciously, save the resources for future, grow the resources and be ready to do the duty to your community and country you have to study nature. Take up the nature study project consulting with your Patrol Leader and Guide Captain. This study involves the skill like observation, exploration, collection, preservation, recording, reporting and so on.

**For project refer nature study above.**

**Village Panchayat samiti** is a local government body at the tehsil (taluka) level in India. It works for the villages of the tehsil that together are called a **Development Block**. The Panchayat Samiti is the link between the Gram Panchayat (village council) and the zila parishad (district board). There are a number of variations in the name of this institution in the various states. For example, it is known as Mandal Praja Parishad in Andhra Pradesh, Taluka Panchayat in Gujarat, and Mandal Panchayat in Karnataka, Gram Panchayat in West Bengal.

Typically, a panchayat samiti is composed of elected members of the area, and the Block Development Officer, otherwise unrepresented members (representatives of Scheduled Castes and Scheduled Tribes and women), associate members (such as a farmer of the area, a representative of the cooperative societies, and one from the agricultural marketing services sector), and the elected members of that panchayat block (tehsil) on the zila parishad (district board).

The samiti is elected for five years and is headed by a chairman and deputy chairman elected by the members of the panchayat samiti. There is also one Sarpanch Samiti for the supervision of the other grampanchayats.

Panchayat Samiti collects all the prospective plans prepared at Gram Panchayat level and processes them for funding and implementation by evaluating them from the angles of financial constraints, social welfare and area development. It also identifies and prioritizes the issues which need to be addressed at block level.

## BLOCK DEVELOPMENT OFFICE

### FUNCTIONS

#### Community Development Programme / Education Scheme

- \* Purchase and installation of coloured T.V. sets at various places in the Block.
- \* Sports articles are purchased and distributed to various Mahila / Yuvak Mandals.
- \* Assistance given for the construction of houses to poor homeless rural people.
- \* Conduct of National Festivals, Celebration of Rural Development Week and supply of Library books to Mahila /Yuvak Mandals.
- \* Motivation of Mahila /Yuvak mandals through incentive awards and issue of grant-in-aid.
- \* Maintenance of gardens, purchase and distribution of fruit plants to Mahila /Yuvak Mandals and conduct of Well Baby Show.
- \* Indira Awas Yojana - Provision of 100% subsidy to construct low cost houses to the economically weaker sections of the rural people.
- \* Central Rural Sanitation Programme / Minimum Needs Programme. Provision of 80% of subsidy for construction of sanitary latrines.
- \* Jawahar Rozgar Yojana - Generation of gainful employment to unemployed / underemployed persons.

## MUNICIPALITY/MUNICIPAL CORPORATION OFFICE

### FUNCTIONS

- (1) Supply of water for public and private purposes;
- (2) Construction, maintenance and cleansing of sewers and drains, sewerage and drainage works;
- (3) Construction, maintenance and cleansing of public latrines, urinals and similar conveniences;
- (4) Construction, maintenance, alteration and improvement of public streets and street furniture, bridges and culverts, flyovers, subways, cause-ways and the like;
- (5) Naming of streets and numbering of premises;

- (6) Lighting of public streets and other public places;
- (7) Planting and care of trees on road-side and elsewhere;
- (8) Construction and maintenance of municipal markets and slaughter houses and the regulation of all markets and slaughter houses;
- (9) Preservation of monuments and places of historical, artistic and other importance;
- (10) Providing by itself or by an agency, means of supply of water for fire-fighting purposes, Collection, Removal and disposal of solid wastes including filth, rubbish and other obnoxious or polluted matters;
- (11) Disposal of solid and liquid wastes consistent with efforts to cause recovery and re-use of all that can be salvaged;
- (12) Reclamation of unhealthy localities, removal of noxious vegetation and abatement of all nuisances;
- (13) Regulating and abating offensive and dangerous trades or practices;
- (14) Cleansing of public streets and other public places;
- (15) Ensuring the wholesomeness of water supplied for drinking and domestic purposes;
- (16) Maintenance of all public tanks and regulating the re-excavation, repair and up-keep of all private tanks, wells and other sources of water supply on such terms and conditions as the Municipality may deem proper;
- (17) Provide places for the disposal of the dead and the regulation and maintenance of such places;
- (18) Measures for preventing and checking the spread of dangerous diseases;
- (19) Immunisation including public vaccination and inoculation;
- (20) Removal and disposal of the unclaimed dead bodies and carcasses of all dead animals;
- (21) Abatement of nuisances from birds and animals including dog menace;
- (22) Conversion of all service privies into sanitary latrines and providing adequate facilities for sanitation so that open defecation may be completely done away with;

- (23) Devising town planning within the limits of the municipal area in accordance with the laws relating to town planning for the time being in force;
- (24) Planned development of the borders of the municipal area in accordance with the laws applicable for the purpose;
- (25) Improvement of bustles;
- (26) Control of regular lines of streets;
- (27) Control of all building operations and regulation of building uses;
- (28) Co-operation of all over ground rights enjoyed by service agencies;
- (29) Co-ordination of activities of agencies relating to laying and maintenance of underground pipelines tubes, cables and the like;
- (30) Laying out and maintenance of public parks, squares, gardens or recreation areas;
- (31) Re-development of congested areas for providing better living conditions;
- (32) Planned development of new areas for human settlement;
- (33) Measures for beautification of the township by setting up fountains and statues, providing recreational areas, improving river banks, landscaping and the like;
- (34) Survey of buildings and lands and preparation and maintenance from time to time of survey maps and plans of the town and other records relating to survey;
- (35) Removal of unauthorised encroachment on, or obstruction of public places;
- (36) Securing or removal of dangerous buildings and places;
- (37) Registration of births and deaths;
- (38) Providing boundary marks for the municipal area;
- (39) Drawing up an Annual Administration Report on the activities and performances of the Municipality and submission, in the manner prescribed, of such report to the State Government;
- (40) Compilation and maintenance of records and statistics relating to the administrative functions of the Municipality;
- (41) Maintenance and development of all properties vested in or entrusted with the management of the Municipality;

- Prathama Sopan
- (42) Checking the construction of unauthorised buildings and pulling down unlawful constructions;
  - (43) Ensuring the stoppage of wastage of water supply and other civic facilities;
  - (44) Protecting public properties in general and civic properties in particular;
  - (45) Abatement of pollutions of all kinds etc.

The details given above are guidelines for you. Visit a Panchayat Samiti/BDO/Municipal Corporation office near your house and learn from them and submit a report to your Guide Captain within 10 days mentioning at least 10 services by them.



## 5. COMMUNICATION:

Be able to use the PCO and Mobile Phone and be acquainted with some of the facilities available on it.

A **public call office (PCO)** is a telephone facility located in a public place in India.

In India, manned and automated (coin operated payphone) versions of the service are in existence. BSNL, a public sector corporation, has the largest installation of PCOs in India.



Private sector operators such as Reliance Infocomm, Tata Indicom, Vodafone, Idea and Airtel predominantly are prepaid PCO providers and have a moderate number of PCOs in the public landscape.

There are two types of PCOs. They are **Landline PCOs** and **Wireless PCOs**. They use 2 kinds of technology- CDMA and GSM. Reliance and Tata Indicom are CDMA based prepaid PCO connection providers and Airtel, Idea and Vodafone are GSM based prepaid PCO connection providers. Initially Department of Telecom of Central government and later BSNL and MTNL and Airtel provide fixed landline postpaid PCO connections. BSNL and MTNL also provide prepaid PCOs.



A **mobile phone** (also known as a **cellular phone**, **cell phone**, **hand phone**, or simply **a phone**) is a phone that can make and receive telephone calls over a radio link while moving around a wide geographic area. It does so by connecting to a cellular network provided by a mobile phone operator, allowing access to the public telephone network.

In addition to telephone, modern mobile phones like smart phone, i phone, Black Berry etc. also support a wide variety of other services such as text messaging, (SMS), email, Internet access, short-range wireless communications (infrared, Bluetooth), business applications, games and photography. Mobile phones that offer these and more general computing capabilities are referred to as smart phones

Today Mobile Phones are also used in the remote part of the Country. It becomes essential to have mobiles in all hands either child, young people or old aged. This system is very helpful for faster communication in emergency.

**But remember, as a Guide you should be very cautious while using the Mobile phone and create awareness among the general public in the Community.**

- (1) The Mobile should not be mis-used.
- (2) Mobile phone is not to play games or chat or log on to social networking sites or to listen to the music regularly.
- (3) Never put on ear-phone for a long time which may damage your hearing capacity.
- (4) Never cross the road or Railway track using earphone which may harmful to your life at a jerk.
- (5) Never use Mobile phones while riding cycle, motor-bike, car etc.
- (6) Never use Mobile phone while in class room, religious places, etc.
- (7) Try as much as possible to keep your Mobile phone in silent or Vibrate Mode.
- (8) Keep ring tone in low volume which helps avoiding disturbances to others.



## 6. OUT OF DOORS:

- a. Know the simple wood craft signs and follow a trail with your patrol for not less than half a kilometre.

Out-door activities would certainly attract you. Out-door activities include adventure, exploration and so on. The primitive man depended on wild animals for his daily food. He used to go in search of animals. He was able to read many signs like foot prints, blood drops, hair, stamped grass, dungs of animals and so on. If he found dung of elephants, he used to guess that the elephant is moving nearby. The blood stains and scattered flesh were a caution to him about tiger, chettah, lion, wolf and so on in the woods. Following such trails is an old game. Rama in Ramayana followed scattered jewels thrown by Sita and reached Jatayu. There are many folk stories in which trails are used. You can make use of these trails during tracking in the forest. Trails can be laid by using small paper bits preferably red, chalk powder, colour powders, small pebbles etc continuously at intervals.

Wood craft signs are a secret language of Guides. They are laid in pictured structures. Signs are laid by the leading group and the rest follow them. Rocks, tall grass, tree trunks, twigs, small stones, pebbles, colour powder, chalk piece etc. may be used to lay the signs. It is always laid on the right side of the path. Followers make note of them and prepare a route map. The last person of the group rubs them off and collects messages.

### **Learn Signs from your Guide Captain.**

1. Go this way.
2. Don't go this way.
3. Message hidden in this direction at paces. (If number is not given understand it to be three; if direction is given look around the sign.)

## WOODCRAFT SIGNS

These Signs can all be used to make it clear to others, the road or track along which you are travelling.

**Go Straight this way**

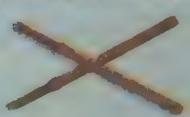


Message Left by  
LOTUS PATROL  
4 Paces away

**Not this way**



Chalked or  
Drawn in Sand



Made with Sticks



Made with Stones



This Way Over  
Obstacles

**Gone Home**



Chalked or  
Drawn in Sand



Made with Sticks



Made with Stones

Message Hidden  
5 Paces in this  
Direction



Drinking Water  
Water in direction  
of Arrow



Trail Splits

3 Members turn Left  
5 Members turn Right

**Turn Left**



Made with Sticks



Made with Stones

**Turn Right**



Made with Sticks



Made with Stones

**Danger**



Made with  
Knotting the Grass



Scatter



Attack



**Peace  
(Friendly People)**



**WAR  
(Unfriendly People)**



**CAMP This Way**



**Gather**



**S O S**

**SOS - "Save Our Souls"  
(an urgent appeal for help.)**

Normally these signs are at the right hand side of the road, they are made with natural material still it should be easily seen. Make signs at nearer distances to avoid confusion and maintain spirit of the followers. The group following last should wipe off/undo the signs. Be a good observer while following a trail.

Trails and signs are used in hiking, exploring, treasure hunt, wide games and so on.

After knowing this you may be excited. Under the guidance of your Guide Captain, you can plan games and adventure. A Patrol can lay the track and others can follow and enjoy.

### **Activity:**

#### **DO THIS:**

1. Lay the wood craft signs. Follow the trail. Write your experience in your diary/log book.
2. Play the matching game on wood craft signs and its meaning. Prepare the small flash cards for the game.

### **b) Know and practice Road Safety Rules for pedestrians.**

*In a society where drivers are increasingly distracted, a pedestrian is in danger. However, there are steps you can take towards a safer and more enjoyable walking experience. Walking is a great way to save money, be healthier and help the environment. Abide by these simple rules which will help to ensure safe and happy travels on the road.*

#### **(1) Stay On the Sidewalk**

Use sidewalks whenever possible. When using a sidewalk, stay as far from the road as you can. If a sidewalk is unavailable, walk against traffic and stay as far to the left of the shoulder as possible. When walking along the street with more than one person, walk in single file, even if you do not see or hear any cars in the area. Avoid streets that are excessively busy or have high speed limits. Always be predictable in your behavior and never assume the actions of a driver.

#### **(2) Careful When Crossing**

Always cross the road at a crosswalk or traffic light. Stand back several feet from the sidewalk until you are sure it is safe to cross. Never assume that a driver will abide by traffic law and stop at a red light or stop sign. Look both ways before crossing and make momentary eye contact with the drivers in the intersection. When crossing in front of a truck or bus, walk at least 10 feet in front of the vehicle to ensure that the driver can see you. Walk briskly but cautiously. Use highway medians only when absolutely necessary.





### (3) Be Visible

Wear bright colors whenever possible, especially when walking at night. Avoid walking in areas that are poorly lit or contain winding roads. Never assume that a driver can see you, but always make an effort to be seen. If all else fails, it never hurts to be friendly to drivers, wave and say "hello" and "thank you."

#### c. Participate in a Nature Study Trail:

You can take up any one study of the following or any other of your own choice.

#### PROJECT 1: Know about birds:

- Observe the birds around you in the morning and in the evening.
- Make a name list of the birds.
- Observe their beaks and feet and their food habits.
- Make a nest; give them food so that they stay with you for some time.
- Record your observation in the following table.

Name	Colour	Draw beak and Feet	Food
------	--------	-----------------------	------

- Draw the birds you have observed and colour them.
- Mimic the voice of the bird.
- Develop the hobby of bird watching.
- Make a list of 5 to 10 trees depending upon availability around you.
- Draw the leaf, flower, fruit and seed of a tree.
- Try to draw the whole tree.
- Observe the trees and record your observations.

#### PROJECT 2: Know about Trees:

##### Observation of a tree:

1. Name of the tree
2. Height of the tree (approximate)

3. Whether it is having flowers/ fruits
4. Shape of the leaf and draw and know the difference from other leaves
5. Texture of the leaf
6. Name of the animals/birds that – live on tree, below the tree, visit the tree (If you don't know the name of the animal/birds count the variety and record)
7. Uses of the tree.

Project like medicinal plant study, Vegetable plant study, useful animal study, Study of animals which live with us, soil study, study of water, sun as a source of energy and so on could be taken up.



## Dear Guide

You had started working for PRATHAM SOPAN. Now you have completed all formalities within a period of over six months and also ready with your Log Book of PRATHAM SOPAN. Your Patrol Leader and the Guide Captain have guided you well. Please inform your Patrol Leader in the Patrol-in-Council that you have completed the PRATHAM SOPAN requirements and the Guide Captain will test you in all Pratham Sopan Requirements After testing is over and you are ready for Award of PRATHAM SOPAN BADGE, the Patrol Leader will get the approval of Court-of-Honour and inform the Guide Captain to arrange for the presentation of the PRATHAM SOPAN BADGE on a suitable occasion.



**Congratulations!**

**Go ahead towards DWITIYA SOPAN! BEST OF LUCK.**



## NOTES

નોંધાવ

## NOTES

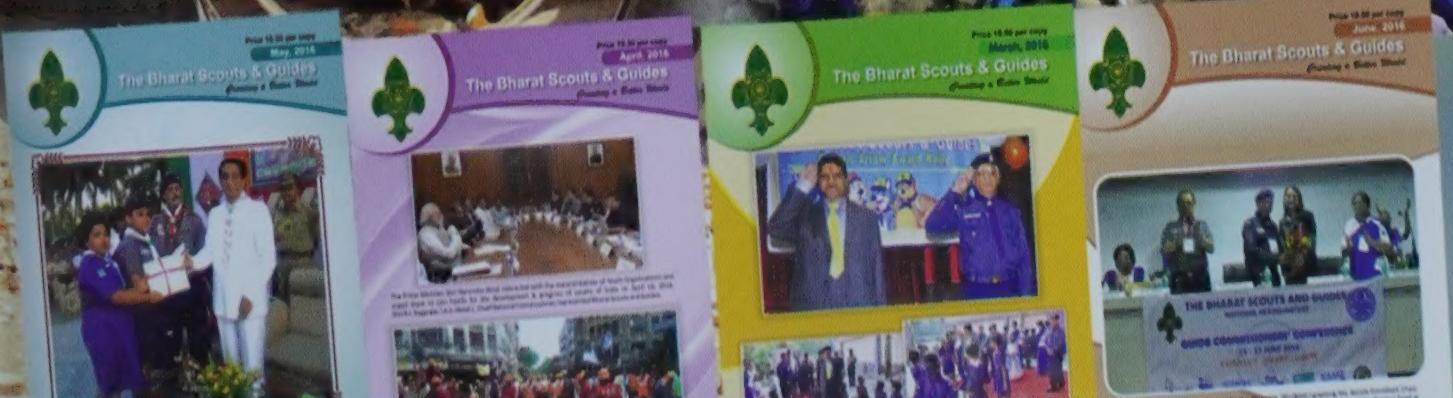
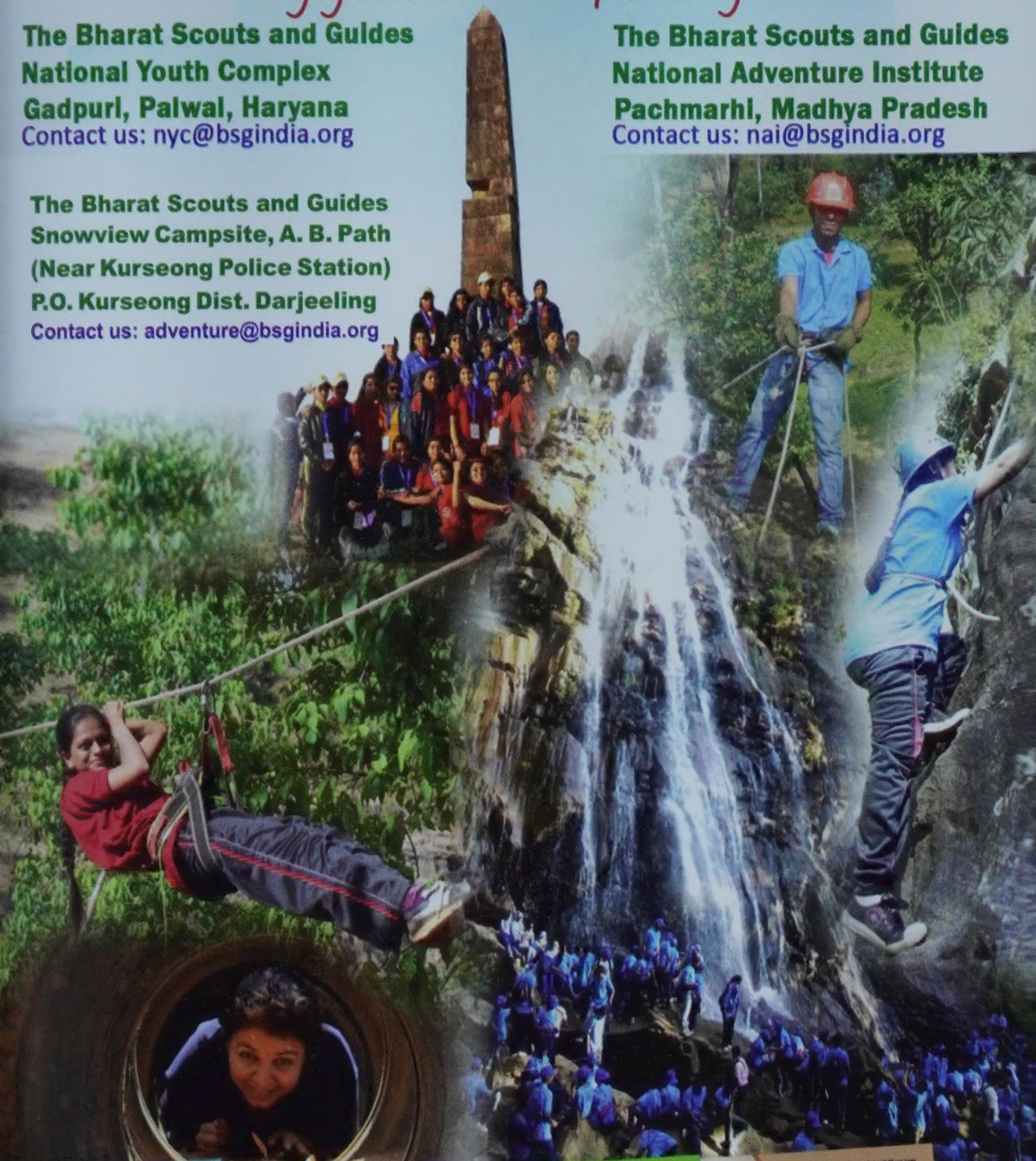
**JOIN US**

*Enjoy the Adventures of Scouting*

**The Bharat Scouts and Guides**  
**National Youth Complex**  
**Gadpuri, Palwal, Haryana**  
Contact us: nyc@bsgindia.org

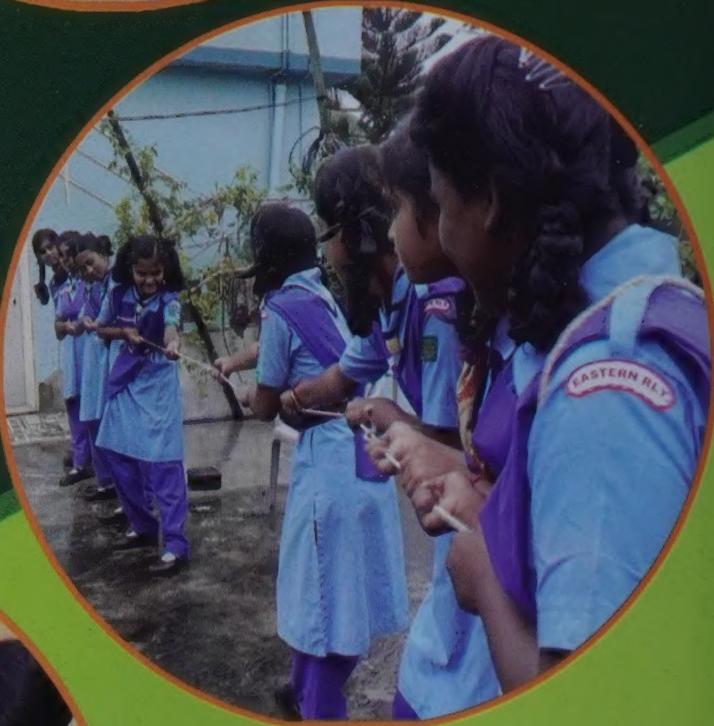
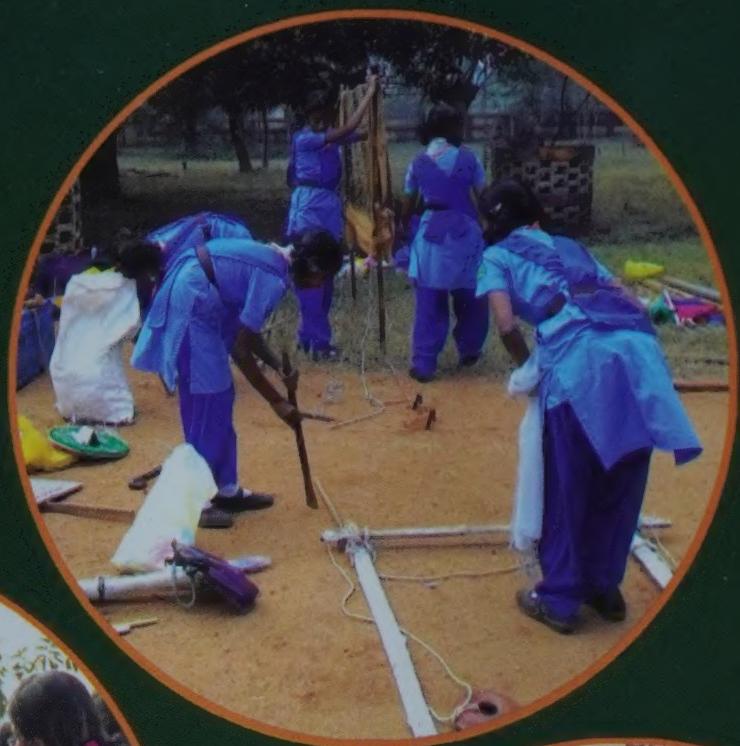
**The Bharat Scouts and Guides**  
**National Adventure Institute**  
**Pachmarhi, Madhya Pradesh**  
Contact us: nai@bsgindia.org

**The Bharat Scouts and Guides**  
**Snowview Campsite, A. B. Path**  
**(Near Kurseong Police Station)**  
**P.O. Kurseong Dist. Darjeeling**  
Contact us: adventure@bsgindia.org

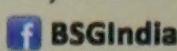


**Subscribe for our monthly magazine**  
**Annually or Life Time (10 Years)**  
**Individual or Institutional**

Contact us: [info@bsgindia.org/](mailto:info@bsgindia.org/)  
[pro@bsgindia.org](mailto:pro@bsgindia.org)



Published by the Director, for The Bharat Scouts and Guides,  
National Headquarters, Lakshmi Mazumdar Bhawan,  
16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi - 110002.



BSGIndia



BSGNHQ



BSGIndia